

Chesapeake Public Schools Educational Foundation
Instructional Grant Application
2019-2020

The Chesapeake Public Schools Educational Foundation (CPSEF) Instructional Grant Program awards individual grants up to \$1000.00 to help Chesapeake Public Schools (CPS) teachers of all subjects to develop, plan, implement, and evaluate innovative instructional strategies. All CPS teachers and building administrators are eligible to apply.

Projects that will be considered:

Direct learning experience projects for classes of all grade levels will be considered. Projects should stress innovative approaches to teaching subject content, as well as creating hands-on opportunities for students. Practical learning outcomes and student assessments should be included in all project plans. All proposed projects should address the curriculum requirements. Teachers of non-core subjects (i.e. Fine Arts, CTE) should demonstrate a connection with their project and any related curricula and/or Standards of Learning.

The grant guidelines are as follows:

1. Grant monies must be used to benefit CPS students.
2. Teachers may not subscribe or enter into a contract that will require any commitment outside the grant monies or time frame allotted.
3. Consideration for a request will be given only if the educator will be representing CPS in his/her endeavor.
4. The CPSEF will not fund more than \$1000.00 for an Instructional Grant proposal.
5. All funded grants must be implemented within the 2019-2020 school year.
6. A teacher may only be a grant applicant on one CPSEF Instructional Grant.
7. Grants may not include the purchase of food or beverage.
8. Grantees are required to submit a final project report to the CPSEF Board. This report will include receipts for all expenditures using grant funds. Final report is due June 1, 2020.
9. Grant application must have building administrator's approval for processing.
10. **All items purchased using Instructional Grant funds will remain the property of CPS and remain at the school the teacher was teaching at when the grant was awarded.**

Final project report will include:

- A brief assessment of student outcomes and achievements, information on insights gained, how those insights will affect future teaching efforts, the opportunities for improvement, and lessons learned
- A complete, final accounting of all grant monies spent
- Final grant project report due to the CPSEF office at the School Administration Building by June 1, 2020

Grant applications will be reviewed by the CPSEF Grant Review Committee. Remember that some members of this committee will not be educators. Please refrain from using acronyms.

To be considered, grant applications must be received no later than:
March 29, 2019 (by 4:00 P.M.)

Grant recipients will be notified no later than June 7, 2019.

Applications should be sent to:
Chesapeake Public Schools Educational Foundation
c/o Andrea Vail
School Administration Building
312 Cedar Road
Chesapeake, VA 23322

Instructional Grant Application

Applicant Name(s):
Applicant Email Address(es):
Position(s):
Work Telephone Number:
School Administrator Contact:
Amount Requested (not to exceed \$1000):

Identify where the grant will be used:

Individual Classroom

Entire School Grade Level

School Department

School-Wide

Please describe your project in 100 words or less:

Identify the specific grade level/department/program for which the grant is designed:

Identify the student population that will be directly impacted (include any related data):

I. **Goal/Objective** – How does this grant relate to your school and/or district’s goal and objectives?

II. **Assessment** – Explain how the success of the grant will be determined.

III. **Need** – Why is this program needed?

IV. **Project Implementation Timeline** – Explain the program timeline for implementation.

V. **Creativity** – Describe how this program will enhance or create a stimulating or motivating learning environment for students.

VI. **Expenses** – Explain specifically how the grant money will be spent.

Print Grant Applicant's Name	Grant Applicant's Signature	Date
Print Administrator's Name	Administrator's Signature	Date
Print Bookkeeper's Name	Bookkeeper's Signature	Date
FOR OFFICE USE ONLY		
Approval by Instructional Director		Date